

## **Morrison Institute Scope of Work for Arizona Developmentally Disabled Planning Council**

Morrison Institute for Public Policy, Arizona State University (MI), shall provide consultation services to the Arizona Developmentally Disabled Planning Council (ADDPC) in the areas of state and national, political, social and consumer issues and trends affecting person with developmental disabilities and their families. This shall include research, development of policies and position papers and assistance in public policy activities related to the ADDPC and the current Five Year Plan. MI shall begin work on the date of contract signatures through the following 12 months.

More specifically MI shall:

- a) Prepare weekly Arizona legislative updates – during the legislative sessions - for electronic and hard print media (including ADDPC website and Social Networks) distribution, incorporating interpretation of bills and legislative activities pertinent to persons with developmental disabilities and their families in Arizona.
- b) Provide bi-weekly fact sheets to be posted on the ADDPC web site and distributed in the manner determined in agreement between ADDPC and MI.
- c) As appropriate attend legislative hearings and meetings to maintain current information necessary for policy review.
- d) Research, write and present abstracts, reports and position papers on topics important to persons with developmental disabilities and their families as the issues pertain to ADDPC Five Year Plan, mission statement and values. Research shall be based upon valid, reliable and verifiable resources that produce accurate data suitable for review by consumer, professional and legislative bodies. The number of major research papers is not to exceed four over a twelve month period.
- e) In coordination with the ADDPC Executive Director, MI will assist in developing responses to written and oral questions and requests for information pertaining to important policy issues.
- f) Attend and participate in scheduled Standing Committee and Full Council meetings upon request.

- g) Attend, as necessary, community and governmental meetings (in person and by telephone) pertaining to public policy analysis and development.
- h) Complete telephone calls and personal meetings with community and governmental organizations to introduce the ADDPC as a policy resource and a potential partner for dealing with shared issues affecting persons with developmental disabilities and their families.
- i) As needed participate in the development and implementation of the ADDPC Five Year Plan in translating public policy goals into policy statements and performance measures.
- j) Manage and provide pertinent legislative information that will be included on the ADDPC website and social media sites.
- k) Under no circumstances can MI serve as the lobbying arm for ADDPC. As a non-partisan organization, and a state agency, MI must maintain a neutral, third-party status and not advocate for political positions on issues. This does not preclude MI from doing due diligence on ADDPC issues, providing position papers on those issues, or making recommendations to ADDPC.

MI shall provide its own internet access. The ADDPC will provide work space for MI at the ADDPC offices located at 1740 West Adams, Suite 201, Phoenix, Arizona, 85007. MI may use this location for meetings.

MI will provide ADDPC with a three member team to meet the identified assignments. Dr. David Daugherty, Director of Research for Morrison Institute will serve as overall project coordinator, CJ Hagar, senior policy analyst, will serve as primary investigator, and Erica Edwards, MI research assistant, will serve as primary research specialist. Resumes are attached. Further, Morrison will call upon other staff members, as appropriate, to meet its commitment to ADDPC.

### **Estimated Budget – FY2012**

Overhead costs to ASU	\$ 5,000
Major Research Projects (4) @ \$6,000	\$24,000
Bi-weekly “Fact Sheets” (26) @ \$400	\$10,400
Meetings, Presentations, Communication	<u>\$10,000</u>
TOTAL	\$49,400